

Democracy and Human Rights Fund Grant Guidelines

Dear Applicant,

We are pleased to provide you with information related to the **Democracy and Human Rights Fund (DHRF)**, including program guidelines, application instructions, and contact information. We encourage you to read the information carefully. If you have a project that meets the program requirements outlined below, please complete and submit your proposal for consideration to the following address:

**DHRF
Political/Economic Section
Embassy of the United States of America
B.P. 817 Yaoundé, Cameroon**

Selection Timeline

Application deadline: April 30, 2012
Selection period: May 1 - 15, 2012
Award period: June 2012

If you have not heard from us within two months of submitting your application, please request the status of your application via email at grantsyaounde@state.gov.

Important reminders

- **The DHRF Grant Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.**
- Answer all questions in the application and attach additional pages if necessary.
- Sign the application.
- Do not submit any documents not requested in these instructions.
- If your project is chosen for consideration, someone will contact you to talk about the proposal and verify the information on the application. Please remember to include a current mailing address, telephone number, and e-mail address, if these are available. Tell us if there is someone in Yaoundé who knows about the project and can answer any questions.
- Make a copy of the application and all supporting documents for your records.
- Send the original completed application to the U.S. Embassy.

Contact Information

Address: DHRF
Political/Economic Section
Embassy of the United States of America
B.P. 817 Yaoundé, Cameroon

Email: grantsyaounde@state.gov
Telephone: 2220-1500 Ext. 4171
Fax: 2220-1503
Office Hours: Monday through Thursday 7:30 am - 5:00 pm and Friday 7:30 am - 12:30 pm

Thank you for your interest. We look forward to hearing from you.

Lida M. Becerra
Program Coordinator

Introduction

The U.S. Embassy in Yaounde is seeking proposals from grassroots non-governmental organizations for projects related to democracy and human rights. Proposals are due by April 30, 2012 and the program implementation period is approximately 12 months. Typical DHRF grants are approximately USD 10,000 (or about 4.5 million FCFA). Organizations that have successfully partnered with development agencies in the past and that can provide audited financial statements will be more competitive for this program and stand a greater chance of receiving funding. The U.S. Embassy will give priority to proposals that are creative and innovative and that utilize technology and modern media to reach a wide audience. In comparison, programs that are not activity-based, such as workshops, will be less competitive.

Civil society is essential to sustainable democracy and good governance. If capable and accountable government agencies are the supply side of democracy and good governance, civil society is the demand side. It forms a vital link between the clients and the providers of government services, and plays a necessary role in promoting and defending civil and political rights, without which democracy cannot take hold or endure.

The DHRF allocates grants to small, highly focused, short-term, high-impact activities proposed by dedicated indigenous organizations to promote and defend civil and political rights. Beyond the direct impact made by the activities it funds, DHRF builds civil society capacity by supporting organizations that are struggling to establish themselves and would otherwise lack the resources to acquire greater influence in society.

Civil and political rights are defined and elaborated in the United Nations' International Covenant on Civil and Political Rights. These internationally recognized rights are also often enshrined or expanded upon in national statutes. Activities that promote the rule of law, political pluralism, domestic civil and legal rights, or the right to free religious belief and practice fall under this definition.

The DHRF does not fund on-going, multi-year activities or long-term institutional capacity building. It does not support development-oriented projects, humanitarian assistance, or the promotion of rights described in the United Nations' International Covenant on Social, Economic, and Cultural Rights (even though many African states include these in their definition of human rights). Some activities that support economic, social, and cultural rights may be funded by the Ambassador's Special Self-Help Fund (SSH).

Basic Proposal Outline

The U.S. Embassy will consider funding proposals that outline ways that your organization intends to:

- include activities, expenditures, and timelines that are consistent, reasonable, and within the ability of the organization to implement;
- monitor and evaluate proposed activities; and
- conclude activities within 12 months, without requiring further funding.

Basic Project Reporting

Grantees will be required to:

- submit receipts on a timely, preferably monthly, basis to the U.S. Embassy;
- ensure that expenditures are supported by adequate documentation and that funds are expended for their intended purposes;
- submit all receipts, return any unexpended advance of funds, and report on the activity's results at the conclusion of the program; and
- maintain basic financial records for the duration of the funded activity, and for a period of three years after submission of the final invoice and the project's conclusion.

Selection and Award Process

If a project is selected for consideration, someone from the U.S. Embassy will contact the applicant and verify the information. The selection committee will base its decision on the potential impact, feasibility, creativity, and financial soundness of the proposed activity. The committee will consider the track record of the organization proposing the activity as well as its contribution to the project.

How to Apply for the Fund

- Complete the application form and attach additional page if necessary. The application form is available online. It can also be requested by mail or in person at the U.S. Embassy. You can complete the application form and submit your proposal in English or French.
- Type or write clearly and answer every question as best as possible.
- All applications must include a specific budget with cost estimates, a timeline, and a monitoring and evaluation plan.
- The project's representative must sign the application form.
- Send the original completed application to the U.S. Embassy.

Democracy and Human Rights Fund Application

The Democracy and Human Rights Fund Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

1. Title of Project: _____

2. Organization or Group's Information

Name: _____
Address or P.O. Box: _____
Telephone: _____
E-mail: _____

2.1. Organization or Group's Description

- How long has the group existed? _____
- How many members? _____
- How often do you meet? _____
- How are you organized? _____

- List your funding sources including estimated amounts _____

- List other relevant activities undertaken _____

- List prior management experience conducting similar activities _____

3. Contact Person Information (Person responsible for the project)

Name: _____
Title: _____
Address or P.O. Box: _____
Telephone: _____
E-mail: _____

4. Project's Description

- Approximately how many people will benefit from this project?

Men _____ Women _____ Total _____

- What is the project? _____

- What is the purpose? _____

- Why is this project necessary? _____

- What is the expected impact of the project? (Describe the new situation that will arise because of the project.) _____

- Provide any additional information about the project. Include additional pages if necessary.

5. Project's Financial Summary. Attach a detailed budget or cost estimate to your application.

- What is the total cost of this project? _____
- How much money does your group have available to spend on this project? _____
- Are other embassies, donors, or government agencies providing money or support for this project?
Yes _____ No _____
- If yes, please provide details. _____

6. Embassy Grant

- How much money are you requesting from the United States Embassy? _____

Signature of Project's representative

Name: _____

Title: _____

Date: _____

Applicant Check List

- Include a budget similar to Sample A on the following page.
- Include a timeline similar to Sample B on the following page.
- Include a monitoring and evaluation plan similar to Sample C on the following page.
- Sign the application.
- Make a copy of the application and all supportive documents for your records.
- Do not submit any documents that have not been requested.
- Send the original completed application and proposal to the Embassy.

The Democracy and Human Rights Fund Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

Sample A: Budget

The budget should be stated in local currency (FCFA) and include notes explaining the costs associated with each of the line items and other relevant information to support the proposal's budget. There should be a direct relationship between the activities described in the proposal and the budget. All proposals should use the following sample budget format.

| | Budget Line Item | Donor (FCFA) | Grantee Match (FCFA) | Total (FCFA) |
|---|------------------------|------------------|----------------------|------------------|
| Phase I: Activities 1, 2, and 3 | Item 1 | 300,000 | | 300,000 |
| | Item 2 | | 150,000 | 150,000 |
| | Item 3 | 90,000 | 60,000 | 150,000 |
| | Item 4 | 60,000 | | 60,000 |
| | Item 5 | | 120,000 | 120,000 |
| | Total Phase I | 450,000 | 330,000 | 780,000 |
| Phase II: Activities 4, 5, and 6 | Item 6 | 400,000 | | 400,000 |
| | Item 7 | | 300,000 | 300,000 |
| | Total Phase II | 400,000 | 300,000 | 700,000 |
| Phase III: Activities 7 and 8 | Item 8 | 300,000 | 200,000 | 500,000 |
| | Item 9 | 200,000 | 200,000 | 400,000 |
| | Total Phase III | 500,000 | 400,000 | 900,000 |
| | | | | |
| | Grand Total | 1,350,000 | 1,030,000 | 2,380,000 |

Sample B: Activities Timeline

All proposals should use the following sample activities timeline.

| Project Activities | May 2012 – Feb 2013 | | | | | | | | | |
|----------------------------|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
| Phase I | | | | | | | | | | |
| Activity 1 | X | | | | | | | | | |
| Activity 2 | | X | X | | | | | | | |
| Activity 3 | | | X | X | | | | | | |
| | | | | | | | | | | |
| Phase II | | | | | | | | | | |
| Activity 4 | | | | X | X | X | | | | |
| Activity 5 | | | | | | | X | X | | |
| Activity 6 | | | | | | | | X | | |
| | | | | | | | | | | |
| Phase III | | | | | | | | | | |
| Activity 7 and 8 | | | | | | | | X | X | |
| Submission of final report | | | | | | | | | | X |

Sample C: Monitoring and Evaluation Plan

All proposals should include a monitoring and evaluation plan similar to this sample.

| Outcomes | Description of Activities Related to the Outcome | Performance Indicators | Performance Target | Source of Verification | Frequency of Verification |
|-----------|--|-------------------------|--------------------|------------------------|---------------------------|
| Outcome 1 | Activity 1 | Performance Indicator 1 | | | |
| | Activity 2 | Performance Indicator 2 | | | |
| | Activity 3 | Performance Indicator 3 | | | |
| Outcome 2 | Activity 4 | Performance Indicator 4 | | | |
| | Activity 5 | Performance Indicator 5 | | | |
| | Activity 6 | Performance Indicator 6 | | | |
| Outcome 3 | Activity 7 | Performance Indicator 7 | | | |
| | Activity 8 | Performance Indicator 8 | | | |